

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

Meeting Date: March 13, 2002

Prepared By: Stephanie Hernandez

Draft Date: March 13, 2002

Final Version:

Members Present

Tony Dickerson
Joe Guerrero
Ivonne Guzman-Cicero
Stephanie Hernandez

Guests

None

Members Absent

Analisa Bevan
Charles Ross
Judy Yee

The meeting was called to order at 9:35 a.m. The meeting was held by conference call between Conference Room 2020, 1001 I Street, located in Sacramento and HSL Conference Room 110 located in El Monte.

APPROVAL OF PREVIOUS MINUTES

Minutes from the February 13, 2002 meeting prepared by Ivonne are approved. Ivonne will send the final minutes to Stephanie for posting to the EEOAC website. Tony stated that a sentence should be included about the information December 2001 meeting that Joe, Tony, and Gayle participated in. Stephanie stated that the categories in the minutes for EEO and DAC should read as follows: Equal Employment Opportunity Report and Disability Advisory Report. Report should replace Committee in reference to Analisa's minutes. The Committee approved the August 2001 (Charles) minutes and the May 4, 2000 (Judy) minutes.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Stephanie reported that ARB is still working with the division liaisons regarding changes in work areas to comply with the Americans with Disabilities Act in response to the Department of Rehabilitation survey of the Cal/EPA Headquarters Building work area.

DISABILITY ADVISORY REPORT

Stephanie reported that the next Cal/EPA DAC meeting is March 20, 2002, 1:30 – 3:30 in the first floor training room.

CONTINUING (OLD) BUSINESS

Note Taking Procedures

Changes discussed regarding the Note Taking Procedures included:

- Change #1 to Roman Numeral I to be consistent with numbering;
- I. – Add letter M. to state Time the meeting was adjourned;
- II. B. – Add period at the end of the sentence;
- Capitalize roman numeral headings to be consistent with the outline format.

With the above recommended changes, the Committee approved the Note Taking Procedures.

Meeting Minutes Template

Members present agreed with the format of the template, but will wait to approve until next meeting, so more members have a chance to review it.

Career Decision Making Seminar

The subcommittee was tentatively scheduled to meet on February 20, 2002, but did not meet. Ivonne agreed to be on the subcommittee. Tony stated that Vicky Stoutingburg-Alewine agreed to help out as a resource, but cannot commit to be on the subcommittee. Cindy Francisco also agreed to be a resource at the last EEOAC meeting. The Career Decision Making Seminar subcommittee now includes: Analisa Bevan, Tony Dickerson, Joe Guerrero, Hector Pelayo, and Ivonne Guzman-Cicero.

Tony stated that April 3 would be a good date for the next subcommittee meeting. Joe discussed the option of getting a call-in number for the next subcommittee meeting, which allows more than one person to call in at a time. Joe will provide the information to Tony.

NEW BUSINESS / OPEN ADGENDA

Stephanie will forward a previous Committee Goals document to Tony, so he can work on the Committee Goals document.

ADJOURN

The Chair adjourned the meeting at 10:40am.